



OFFICE OF THE FIRE COMMISSION/
FIRE RESCUE TRAINING

TO: ALL FIRE CHIEFS
ALL FIRE INSTRUCTORS
ALL FIREFIGHTERS

FROM: RONNIE DAY

DATE: APRIL 8, 2004

SUBJECT: NFPA 1403 & JUNE 7-9 STATE FIRE SCHOOL

The safety of our firefighters is our foremost responsibility where training and firefighting is concerned. With this in mind the Kentucky Fire Commission has approved the development, and has already formed a Live Fire Training Program Committee. Enclosed you will find information on the NFPA 1403, which shall be followed should you choose to conduct a live fire burn. Should you have any questions or concerns please feel free to contact Steve Calhoun at (859) 246-3484.

Also enclosed is the brochure complete with an application on page 15, which is needed to pre-register for the June 7-9, 2004 State Fire School courses. The Fire School will be charging a nominal application fee to help cover shirts, a cookout, special events and school materials; the fee will be \$20.00. Mail your registration form, which MUST accompany the payment to the address listed on the form. The deadline for pre-registration is Friday, May 14th. You are encouraged to pre-register as enrollment in some courses is limited and registering early should guarantee your enrollment in the course of your choice. Check our web site to see if you were successful in you selection and to see what courses are still available at <http://www.kctcs.edu/kyfirecommission/index.htm>.

Thank you.

RD/vlm



2750 Research Park Drive • P.O. Box 14092 • Lexington, KY 40512-4092 • 800-782-6823

KCTCS is an equal opportunity employer and education institution.



1403 Committee Recommendations on Live Fire Training

- 1. All persons participating in training involving a self contained breathing apparatus shall be able to obtain a seal. No facial hair that would impede this seal will be allowed (beards, goatees) Any person wanting to participate in either training or testing will have to shave to take part in this type of training or testing.**
- 2. Any instructor wishing to teach live fire training in this Commonwealth shall have to participate in a Live Fire Training Instructors course that is a minimum of 16 hours in length and pass a written test at the end of this class with a minimum passing score of 80%.**
- 3. This class will be taught by State Fire Rescue Training with the only exceptions being metro fire departments or if a fire department has a full time paid training officer. If one of these exceptions occurs then someone from the Fire Commission office or State Fire Rescue Training will come in at the end of the class and proctor the written test.**
- 4. All live fire training conducted in the Commonwealth shall only use instructors that have attended and successfully completed a Kentucky Fire Commission approved live fire training course.**
- 5. Departments must submit a completed application for live fire training for acquired structures to the fire commission office 15 working days prior to training.**
- 6. Any instructor that fails to meet any and all of these requirements shall be given written notice to appear in front of the Kentucky Fire Commission for a disciplinary hearing. The instructors will be notified in writing of this hearing within accordance of 739 KAR 2:060 Section 6.**
- 7. No alcoholic beverages or drugs shall be on the training grounds at any time.**
- 8. Any students participating in a live fire training exercise and appears under the influence of drugs or alcohol shall not be permitted to participate in the exercise.**
- 9. The lead instructor and the incident commander shall share equal responsibility for all aspects of any live fire training.**
- 10. This standard shall be used to conduct all live fire training concerning acquired structures by definition of NFPA 1403.**



Kentucky Fire Commission Application for Live Fire Training
This Completed Application Must Be Submitted
15 Working Days Prior To Any Live Fire Acquired Structure
Training Being Conducted



Name of Fire Department Conducting the Training: _____

Address of Department: _____

Location of Training: _____

County of Training: _____ Date of Training: _____ Time of Training: _____

Lead Instructor of Training Exercise: _____ Contact Number: _____

List All Instructors That Will Be Assisting In This Training: 1. _____

2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____

8. _____ 9. _____ 10. _____

Each Department Shall Maintain Copies of the Following Documentation:

1. Copies Of All Paperwork Submitted To The Kentucky Division For Air Quality (If Required)
2. A detailed Lesson Plan Of The Training That Will Be Conducted (If Required)
3. Copy of Permission to Burn The Structure (if Required)
4. Copy of Proof of A Clear Title (if Required)
5. Copy of Certificate of Insurance Cancellation (if Required)
6. Site Plan Drawing of The Burn Site (if Required)
7. Floor Plan Drawing of The Burn Site Detailing All Rooms, Hallways, and Exterior Openings (if Required)
8. Asbestos Abatement (If Required)

By signing this application I shall attest to the best of my knowledge that NFPA 1403 is followed during this live fire training exercise.

Lead Instructor Date

Fire Chief or Designee Date

Fire Commission Designee Date

Regional Training Coordinator Date

Submit All Applications To The Following:
Kentucky Community and Technical College System
Commission on Fire Protection Personnel Standards and Education
2750 Research Park Drive/Barn Annex
Attention: Fire Rescue Training Division Director
P.O. Box 14092
Lexington, KY 40511

All Live Fire Training Is Subject To Inspection from the Fire Commission
Effective Date June 1, 2004



**Kentucky Fire Commission
Live Fire
Accountability Checklist**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Incident Commander: _____

Instructor In-Charge: _____

Safety Officer(s): _____

Ignition Officer: _____

Accountability Officer: _____

Engineer on Primary Engine: _____

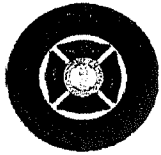
Engineer on Secondary Engine: _____

Inside Instructors: _____

RIT Team: _____

Incident Rehabilitation Officer: _____

Secondary Instructors: _____



Kentucky Fire Commission Live Fire Checklist

Address: _____

Date: _____ **Time:** _____

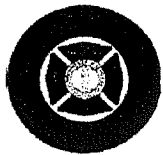
Instructor in Charge: _____

Instructor License Number: _____

Permits, Documents, Notifications, Insurance

Written Documentation Received From the Owner

- ☐ Permission to burn structure
- ☐ Proof of Clear Title
- ☐ Certificate of Insurance Cancellation
- ☐ Acknowledgement of Post-burn Property Condition
- ☐ Local Burn Permit Received
- ☐ Permission Obtained to Utilize Fire Hydrants
- ☐ Notification Made to Appropriate Dispatch Office of Date, Time, and Location Of Burn
- ☐ Notification Made to all Affected Police Agencies
- ☐ Received Authority to Block Off Roads
- ☐ Received Assistance In Traffic Control
- ☐ Notification Made to Owners and users of Adjacent Property of Date, Time, and Location of Burn
- ☐ Liability Insurance Obtained Covering Damage to Other Property
- ☐ Written Evidence of Prerequisite Training Obtained From Participating Students From Outside Agencies
- ☐ Proper paper work sent of Division of air quality and fire commission office



Kentucky Fire Commission Live Fire Checklist

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Pre-Burn Planning

Pre-Burn plans made, showing the following

- ☐ Site Plan Drawing, Including All Exposures
- ☐ Building Plan, Including overall Dimensions
- ☐ Floor Plan Detailing All Rooms, Hallways, and Exterior Openings
- ☐ Location of Command Post
- ☐ Position of All Apparatus
- ☐ Position of All Hoses, Including Backup Lines
- ☐ Location of Emergency Escape Routes
- ☐ Location of Emergency Evacuation Assembly Area
- ☐ Location of Ingress and Egress Routes For Emergency Vehicles
- ☐ Available Water Supply Determined
- ☐ Required Fire Flow Determined For The Burn Building and Exposure Buildings
Critical Flow = Building Length X Width X Height / 100 = _____ GPM
- ☐ Required Reserve Flow Determined (50 Percent of Fire Flow) _____ GPM
- ☐ Separate Water Sources Established For Attack and Backup Hoselines
- ☐ Periodic Weather Reports Obtained
- ☐ Parking Areas Designated and Marked
- ☐ Operations Area Established and Perimeter Marked
- ☐ Communications Frequencies Established, Equipment Obtained Frequency and Channel Including PL _____



Kentucky Fire Commission Live Fire Checklist

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Building Preparation

- ☐ Building Inspected to Determined Structural Integrity
- ☐ All Utilities Disconnected
- ☐ Highly Combustible Interior Wall and Ceiling Coverings Removed
- ☐ All Holes In Walls and Ceilings Patched
- ☐ Materials of Exceptional Weight Removed From Above Training Area (Or Area Sealed Off from Activity)
- ☐ Ventilation Openings Of Adequate Size Precut for Each Separate Roof Area
- ☐ Windows Checked and Operated, Opened or Closed As Needed
- ☐ Building Components Checked and Operated
- ☐ Stairways Made Safe with Railings In Place
- ☐ Chimney Checked For Stability
- ☐ Fuel Tanks and Closed Vessels Removed Or Adequately Vented
- ☐ Unnecessary Inside and Outside Debris Removed
- ☐ Porches and Outside Steps Made Safe
- ☐ Cisterns, Wells, Cesspools, and Other Ground Openings Fenced or Filled
- ☐ Hazards From Toxic Weeds, Hives, and Vermin Eliminated
- ☐ Hazardous Trees, Brush, and Surrounding Vegetation Removed
- ☐ Exposures Such as Buildings, Trees, and Utilities Removed or Protected
- ☐ All Extraordinary Exterior and Interior Hazards Remedied
- ☐ Fire Sets Prepared Class A Materials Only, No Flammable or Combustible Liquids, No Contaminated materials



**Kentucky Fire Commission
Live Fire Checklist**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Pre-Burn Procedures

- ☐ All Participants Briefed On Building Layout
- ☐ All Participants Briefed On Crew and Instructor Assignments
- ☐ All Participants Briefed On Safety Rules
- ☐ All Participants Briefed on Building Evacuation Procedure
- ☐ All Participants Briefed On Evacuation Signal and It Is demonstrated
- ☐ All Hoselines Checked For Sufficient Size For the Area of Fire Involvement
- ☐ All Hoselines Charged and Test Flowed
- ☐ All Hoselines Supervised By Qualified Instructors
- ☐ All Hoselines Have An Adequate Number Of Personnel
- ☐ Necessary Tools and Equipment Positioned
- ☐ Participants Checked For Approved Full Protective Clothing
- ☐ Participants Checked For Self-Contained Breathing Apparatus
- ☐ Participants Checked For Adequate SCBA Air Volume
- ☐ Participants Checked For All Equipment Properly Donned
- ☐ All Participants Including Instructors Placed Through Incident Rehabilitation For A Baseline Set of Vital Signs



**Kentucky Fire Commission
Live Fire Checklist**

Address: _____

Date: _____ **Time:** _____

Instructor in Charge: _____

Instructor License Number: _____

Post- Burn Procedures

- ☐ **All Personnel Accounted For**
- ☐ **Remaining Fires Overhauled, As Needed**
- ☐ **Building Inspected For Stability and hazards Where More Training is to Follow**
- ☐ **Training Critique Conducted**
- ☐ **Records and Reports Prepared as Required**
- ☐ **Account of Activities Conducted**
- ☐ **List of Instructors and Assignments**
- ☐ **List of Other Participants**
- ☐ **Documentation of Unusual Conditions or Events**
- ☐ **Documentation of Injuries Incurred and Treatments Rendered**
- ☐ **Documentation of Changes or Deterioration of Training Center Burn Building**
- ☐ **Acquired Building Release**
- ☐ **Student Training Records**
- ☐ **Certificates of Completion**
- ☐ **Building and Property Released to Owner**
- ☐ **Release Document Signed**



**Kentucky Fire Commission
Live Fire Checklist
Responsibilities of Personnel**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Responsibilities of Personnel

Instructor In-Charge

- ☐ Plan and Coordinate All Training Activities
- ☐ Monitor Activities to Ensure Safe Practices
- ☐ Inspect Building Integrity Prior to Each Fire
- ☐ Assign Instructors to Attack Hoselines
- ☐ Assign Instructors to Backup Hoselines
- ☐ Assign Instructors to Functional Assignments
- ☐ Assign Instructors to Teaching Assignments
- ☐ Brief Instructors on Responsibilities of Accounting for Assigned Students
- ☐ Brief Instructors on Responsibilities of Assessing Student Performance
- ☐ Brief Instructors on Responsibilities of Clothing and Equipment Inspection
- ☐ Brief Instructors on Responsibilities of Monitoring Safety
- ☐ Brief Instructors on Responsibilities of Achieving Tactical and Training Objectives
- ☐ Assign Coordinating Personnel as Needed
- ☐ To EMS
- ☐ Communications
- ☐ Water Supply
- ☐ Apparatus Staging
- ☐ Breathing Apparatus

- Incident Rehabilitation
- Public Relations
- Ensure Adherence to This Standard by All Persons Within The Training Area
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

Safety Officer

- Prevent Unsafe Acts
- Eliminate Unsafe Conditions
- Intervene and Terminate Unsafe Acts
- Supervise Additional Safety Personnel, as Needed
- Coordinate Lighting of Fires With Instructor-In-Charge
- Ensure Compliance of Participants Personal Equipment With Applicable Standards
- Protective Clothing
- SCBA
- Personal Alarm Devices
- Ensure That All Participants Are Accounted For, Both Before and After Each Evolution
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

Instructor

- Monitor and Supervise Assigned Students(No More Than Five Per Instructor)
- Inspect Students Protective Clothing and Equipment
- Account For Assigned Students, Both Before and After Evolutions
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

Student

- Acquire Prerequisite Training
- Become Familiar With Building Layout
- Wear Full Protective Clothing
- Wear Approved Self-Contained Breathing Apparatus
- Obey All Instructions and Safety Rules
- Provide Documentation of Prerequisite Training, Where From an Outside Agency
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate



**Kentucky Fire Commission
Live Fire Checklist
Evolution Objectives**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

Objective 4: _____

Objective 5: _____



**Kentucky Fire Commission
Live Fire Checklist
Evolution Objectives**

Address: _____

Date: _____ **Time:** _____

Instructor in Charge: _____

Instructor License Number: _____

Objective 6: _____

Objective 7: _____

Objective 8: _____

Objective 9: _____

Objective 10: _____



**Kentucky Fire Commission
Live Fire Checklist
Site Plan/ Vehicle Staging**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____



**Kentucky Fire Commission
Live Fire Checklist
Building Floor Plan &
Evolution Setup**

Address: _____

Date: _____ **Time:** _____

Instructor in Charge: _____

Instructor License Number: _____



**Kentucky Fire Commission
Live Fire Checklist
Student Group Assignments**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Student Group Assignments

Group 1
1. Team Leader:
2.
3.
4.
5.

Group 2
1. Team Leader:
2.
3.
4.
5.

Group 3
1. Team Leader:
2.
3.
4.
5.



**Kentucky Fire Commission
Live Fire Checklist
Student Group Assignments**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Student Group Assignments

Group 4

1. Team Leader:

2.

3.

4.

5.

Group 5

1. Team Leader:

2.

3.

4.

5.

Group 6

1. Team leader:

2.

3.

4.

5.



**Kentucky Fire Commission
Live Fire Checklist
Student Group Assignments**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Student Group Assignments

Group 7

1. Team Leader:

2.

3.

4.

5.

Group 8

1. Team Leader:

2.

3.

4.

5.

Group 9

1. Team leader:

2.

3.

4.

5.



**Kentucky Fire Commission
Live Fire Checklist
Student Group Assignments**

Address: _____

Date: _____ Time: _____

Instructor in Charge: _____

Instructor License Number: _____

Student Group Assignments

Group 10

1. Team Leader:

2.

3.

4.

5.

Group 11

1. Team Leader:

2.

3.

4.

5.

Group 12

1. Team Leader:

2.

3.

4.

5.